

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard	ORIGINATED DATE: 01/12/06	APPROVED BY: SERC
REVISED BY: Karen J. Kennard	REVISED DATE: 4-12-07	
DATE ISSUED: 09/06/02	DATE EFFECTIVE: 09/06/02	SUBJECT: Requirement of Original Signatures; Use of Faxed/E-Mailed Documents
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.13

No applicable NAC

PRINCIPLE:

The State Emergency Response Commission (SERC) requires certain original documents in the performance of proper program and grant management. The SERC will accept certain documents via facsimile or e-mail.

POLICY FOR LEPCs:

ORIGINAL SIGNATURES:

- A. To maintain proper grant management and to document accountability, grant applications and Certified Assurances submitted to the SERC pursuant to SERC policy 8.2, 8.2a, and 8.3 must include original signatures of the Local Emergency Planning Committee (LEPC) chairperson and representative of the governing unit prior to preparation of the grant award.
- B. The grant award with original signature of the LEPC chair is required to be submitted to the SERC prior to funding of the grant.
- C. An appeal submitted to the SERC pursuant to SERC Policy 8.12 must include the original signature of the LEPC chair.

FAXED/E-MAILED DOCUMENTS:

- A. The SERC will accept Requests for Project Change, Compliance Certifications and Exercise Reports signed by the LEPC chair or vice-chair via facsimile or e-mail.
- B. The SERC will accept Financial Reports signed by the LEPC chair or vice-chair via facsimile or e-mail.
- C. The SERC will accept requests and justifications in support of fiscal and program compliance from the LEPC chair or vice-chair via facsimile and e-mail.

POLICY FOR STATE AGENCIES:

ORIGINAL SIGNATURES:

- A. To maintain proper grant management and to document accountability, grant applications and the Certified Assurances submitted to SERC pursuant to SERC policy 8.2, 8.2a, and 8.3 must include original signatures of the State agency project manager and the head of the State agency.
- B. The grant award with original signature of the head of the State agency is required to be submitted to the SERC prior to funding of the grant.
- C. An appeal submitted to the SERC pursuant to SERC Policy 8.12 must include the original signature of the head of the State agency.

FAXED/E-MAILED DOCUMENTS:

- A. The SERC will accept Requests for Project Change, Compliance Certifications and Exercise Reports signed by the head of the State agency or State agency project manager via facsimile or e-mail.
- B. The SERC will accept Financial Reports signed by head of the State agency or State agency project manager via facsimile or e-mail.
- C. The SERC will accept requests and justifications in support of fiscal and program compliance from the head of the State agency or State agency project manager via facsimile and e-mail.

PROCEDURES:

- A. For proper SERC acknowledgement, the original signature of a new LEPC chair, vice-chair, head of the State agency or State agency project manager must be included on the first document submitted to the SERC by that person.